

# CITY OF WEST LINN

## JOB DESCRIPTION

**Job Title:** CODE COMPLIANCE OFFICER

### General Functions:

Under the direct supervision of the Community Policing Coordinator, the Code Compliance Officer investigates and responds to complaints and violations of City and State ordinances, codes, rules and regulations. This includes, but is not limited to codes regarding signage, nuisances, and hazardous sidewalk conditions, housing conditions, land use, zoning, animals, noise, dumping, clearing, grading, filling, polluting, parking or other issues related to the municipal code. This will include monitoring parking and issuing citations of parking code. This employee will provide information and assistance to the public, answer citizen questions, and work with other staff members to resolve multi-departmental code violation problems.

### DUTIES AND RESPONSIBILITIES:

*(Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks that an employee may be expected to perform.)*

- 1) Contribute to a positive work environment.
- 2) Routine patrol of City streets on foot or in a vehicle for illegally parked cars and civil code violations including but not limited to parking, illegal signs, garbage and debris, and nuisances affecting public health.
- 3) Conducts field investigations of potential violations.
  - a) Gathers evidence, questions complainants, witnesses and property owners or occupants;
  - b) Compares facts to code requirements;
  - c) Makes findings;
  - d) Issues warnings, corrections notices, or citations; and
  - e) Follow-up with complainants as to status of the case.
- 4) Prepares routine reports and completes routine office forms on violations and citations issued. Maintains records for code enforcement.
- 5) Responds to citizen complaints and police referrals on abandoned vehicles, writes citations, tags vehicles for impound and schedules vehicles for tow.
- 6) Maintains up-to-date knowledge of applicable codes, regulations and ordinances. Researches legal documents and summarizes information.

- 7) Meets with owners, tenants, businesses, neighborhood groups, etc, to review and explain code requirements and violations or potential violations.
  - a) Secures code compliance;
  - b) Seeks voluntary compliance;
  - c) Provides assistance with compliance through available resources.
- 8) Assists with code related dispute resolution between parties (neighbors, complainants, violators, city staff or other agency representatives) or refers unresolved disputes to the Community Policing Coordinator.
- 9) Ability to work with Police, planning, building, public works, other related departments, the prosecuting attorney, and other staff or agencies as needed on particular cases.
- 10) Performs other duties, as required.

SPECIFICATIONS:

*(Job preparation and prior work experience requirements are minimum standards. Other equivalent combinations of education, training and experience will be considered.)*

1) Job Preparation:

- a) Education:
  - i) High school diploma or GED
- b) Prior Experience:
  - i) One year experience in a public contact position, preferably with a public sector agency or in code regulation compliance, law enforcement, zoning investigation, or related field; or
  - ii) Any equivalent combination of education and experience.
- c) Knowledge, Skills and Abilities:
  - i) Knowledge of codes and related statutes, due process, standards and regulations relating to various land use, nuisance, and public safety codes.
  - ii) Knowledge of code enforcement principles, practices and methods as applicable to a municipal setting.
  - iii) Working knowledge of inspection techniques.

- iv) Ability to analyze and interpret code compliance issues and adopt effective courses of action.
  - v) Ability to understand specifications, legal documents, land descriptions, City codes, and related regulations and statutes.
  - vi) Ability to explain complex codes and regulations to the public, professionals and other agencies.
  - vii) Ability to utilize a variety of tools and equipment related to code compliance investigation including digital cameras, scale sticks, noise meters, cell phones, pagers, computers, and office equipment.
  - viii) Ability to provide objective, concise and professional court testimony.
  - ix) Ability to research code issues and related statutes and laws.
  - x) Ability to prepare and maintain accurate and concise records and files.
  - xi) Ability to communicate clearly and concisely, both verbally and in writing.
  - xii) Ability to establish and maintain effective working relationships with other employees, agencies, city officials and the public.
  - xiii) Ability to perform the essential functions of the job in a variety of physical settings and weather conditions.
- d) Licenses and Certifications:
- i) Must possess, or be able to obtain by the time of hire, a valid Oregon State Driver's License.

2) Supervision:

Received: This position receives direct supervision from the Community Policing Coordinator.

Exercised: This is not a supervisory position.

3) Communication:

Requires frequent communication with the general public, possible hostile citizens, Municipal Court, other City departments and other government agencies.

The communication is generally routine with some degree of complexity in interpreting and explaining code and involves confidential information.

The subject of the communication may be adversarial and involve participants with conflicting goals.

4) Cognitive Functions:

This position follows well-developed policies and procedures which govern most activities. There is some independent decision-making authority; errors could have moderate consequences to citizens and other city projects.

5) Working Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- a. Work is performed in field settings. Frequent exposure to inclement weather and some traffic hazards.
- b. Work involves patrol in a City owned vehicle.
- c. Occasionally required to crawl into or access small hard to reach locations.
- d. May occasionally lift and/or move up to 50 pounds.
- e. Often enters private property (with permission) and may have contact with people's pets or other animals.
- f. Includes some evening and weekend work.
- g. May encounter adversarial contacts with the public.

6) Resource Accountability:

This position has limited resource accountability.

*The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs and requirements of the job change.*